## B. CLIENTS WHO MUST PARTICIPATE - E&T PARTICIPANTS AND ABAWDs

**WAC 388-444-0010 Clients who are required to register for work and must participate in FS E&T.**

The following clients are nonexempt, must register for work and are required to participate in FS E&T:

(1) Age sixteen through fifty-nine with dependents;

(2) Age sixteen or seventeen, not attending secondary school and not the head-of-household;

(3) Age fifty through fifty-nine with no dependents.

(4) Age eighteen to fifty, able-bodied and with no dependents as provided in WAC 388-444-0030.

## CLARIFYING INFORMATION

**Counties where FS E&T services are provided for ABAWD and non-ABAWD participants:**

| | | |
|---|---|---|
| Clark | Pierce | Spokane |
| King | Snohomish | Thurston |

**Counties where FS E&T services are provided for ABAWDs only:**

| | | |
|---|---|---|
| Asotin | Island | Pend Oreille |
| Ferry | Kittitas | Stevens |
| Franklin | Klickitat | Whitman |
| Garfield | Lincoln | |

## WORKER RESPONSIBILITIES

Inform nonexempt clients that participation is required in at least one of the E&T activities.

**For  Non-ABAWD Participants:**

1.      Refer clients to the Employment Security Department (ESD) for Job Search, or
        education.  See the Jobs Automated System (JAS) PROCEDURES in this section
        for detailed instructions..

2.      Provide nonexempt clients with brochure "Need Help Finding a Job?" - DSHS 22-
        227(X )(Revised 3/00), to inform clients about program requirements and
        disqualification penalties.

3.      Notify ESD, using the '**GC**' (Good Cause) code on the JAS 03 screen when  good
        cause has been determined for a previously referred client ,or the
        '**DQ**'(disqualification) code when a client is disqualified.

**For ABAWDS:**

        All ABAWDS, whether interested in participating in a work program or not, must be
        offered a work slot.  A slot is **'offered'** when the case manager writes the time, date
        and location of the work slot on the  FS E&T Plan, (JAS 10 screen), and gives this
        signed plan to the client.  (Work slots are: Workfare - the first month being job
        search and the rest of the months volunteer work in the community, or Work
        Experience.

1.      Fill out the JAS 03 screen using the 'RF' code.  See JAS PROCEDURE in this
        section for detailed instructions,

2.      Provide nonexempt ABAWDs with the brochure Need Help Finding a JOB? - DSHS
        22-226(X) (Revised 3/00).

3.      To refer a client to Workfare (unpaid work in the community), fill out the Workfare
        Activity Form 01-205(X) , and code the JAS 03 screen.   See JAS PROCEDURES
        in this section for details.

4.      To refer a client to a Work Experience (WEX) activity, fill out the 11-045(X)  and
        code the JAS 03 screen.  See JAS PROCEDURES in this section for detailed
        instructions.

A slot is **'filled'** when a participant reports to a work or training site to begin his or her work

activities.

## ACES PROCEDURES

Work Registration

The procedures in this section are for registering exempt, (those who do not have to participate), and non-exempt food assistance clients for work.  Also included are procedures for referring non-exempt clients for FS E&T participation and services.

1.      If the food assistance case is pending, record the work registration status in the Interview function of ACES.  From the (AMEN), select [O] and enter the client's ID number <TRANSMIT> or;

2.      If the food assistance case is already open, record the work registration in the ongoing month.  From the (AMEN), select [R] and enter the client ID number. <TRANSMIT>

3.      Go to the (WORK) screen for the client you are registering.

4.      Enter the Employment and Training status on the Food Stamp line of the (Partic Stat) field.  Press <F1> for appropriate valid values.  Enter the date status was determined on the (Partic Date) field.  Leave field blank if status was determined on date entered.  <TRANSMIT>

   a.      If the client is living in an exempt area, (one without the FS E&T Program), review for personal exemptions and enter any personal exemption in (Exempt Reason) field.  See WAC 388-444-0015 for personal exemptions.

   b.      If the only exemption is the location where the client lives, enter an 'AB' (ABAWD) or 'MP' (non-ABAWD mandatory participant) on the (Status) field.  Enter 'EA' (exempt area) on the Exempt Reason field. <TRANSMIT> Registration is complete.

   c.      If the client does not live in an exempt area, ACES informs you of mandatory fields that must be completed based on the participation status.  Complete the following steps:

      (1)      If an E&T client is a mandatory participant, (MP), ACES displays

the message: "SHOULD A FOOD STAMP E&T REFERRAL BE DONE?"  Complete the 03 screen in JAS . Registration is complete.  Press <F4> to continue.

(2)     If the client is exempt, an exempt reason must be entered..  Enter reason in (Exempt Reason) field.  Press <F1> for valid values. <TRANSMIT>

(3)     If the client is an ABAWD, (AB), you  must enter the client's work status.  Enter status in (Work Status) field.  Press <F1> for valid values.  <TRANSMIT> Registration is complete.

## JAS PROCEDURES

Use the following procedures to refer a client for services:

1.     On the 19 screen, search to see if the client information is in the system.

   a.     If the client information is not found in the system, add the client information by pressing the 'PF' ADD function key. (For detailed information on JAS go to htp://intra.dshs.wa.gov/esa/esaintra/wfdiv.htm).

   b.     **The Case Number** for clients receiving only food assistance shows a $ in the third character of the number.  The $ distinguishes a food assistance client from a TANF client.

   c.     **Food stamp Type** (PF1 HELP) provides the codes for ABAWDs and non-ABAWDs.  These codes determine what FS E&T Plan the client will receive.

2.     Enter the following information on the 01 screen:

   a.      Date of the interview,

   b.      Highest education grade completed,

   c.      Year of the education grade completed,

   d.      Last twelve months worked – enter '**00**',

    e.       Under JOBS Data enter date of the interview,

    f.       JOBS Status – enter '**NE**' unless it is a volunteer (PF1 HELP for codes),

3.      On the 03 screen enter:

    a.       Enter the '**RF**' (referral), '**WF**' (Workfare), or '**WE**' (Work Experience) code,

    b.       Enter the date you see the client to determine eligibility (Start Date),

    c.       Use the DSHS Worker ID of the person who will be responsible for the follow-up activities,

    d.       Enter the date the client is to begin participation (Scheduled End Date).

4.      On the 10 screen (E&T Plan):

    a.       Provide transportation if needed for the client to begin participation.

    b.       Press PF9 to print.  When the pop-up window appears, type the Date, Time and Location where the client must go to participate. This is proof that the client was offered the work slot.

    c.       <TRANSMIT> to print,

    d.       Have the client sign the E&T Plan.

    e.       Give a copy to the client and keep a signed copy in the file.